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**MEMORANDUM FOR:** The Director of Central Intelligence

**SUBJECT:** Language Development Program

**1. GENERAL STATEMENT**

a. Four action instruments are required to put the Language Development Program into effect. They are:

(1) A headquarters [ ] version of a basic regulation prescribing the policy and responsibility for the development of language skill among Agency staff personnel and for the administration of Language Development Awards. These documents are identified as [ ] Language Development Program. They have been fully coordinated within the Agency, approved by the CIA Career Council and are ready for promulgation.

(2) A headquarters [ ] version of an Agency Notice [ ] which is your personal message to all personnel of the Agency. This notice informs all personnel of your interest in the program and urges them to participate in it to the fullest extent of their capabilities. These documents are identified as [ ] Language Development Program. They have been fully coordinated within the Agency, approved by the CIA Career Council and are ready for promulgation.

(3) A headquarters [ ] version of Agency Notice [ ] Language Development Program, Schedule of Awards and Qualification Procedures. This notice describes the basis for determining the amounts of awards, establishes a schedule of awards by language groups, type of award, type and level of proficiency and by type of effort made by the individual in achieving his language proficiency. The notice further

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prescribes the use of a form called Language Data Record which provides for:

(a) Application by the individual for achievement and maintenance awards.

(b) Self-evaluation by the individual of his language proficiency as objectively and as accurately as possible in a format which lends itself directly to machine coding, and which is correlated with the data resulting from official Agency proficiency tests.

This notice is in draft form, not as yet reported out of committee as a recommendation to use for action by the CIA Career Council. Committee action on this draft will be completed during this week. The self-evaluation section of the form, however, was approved by the Council on 24 January 1957.

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(c) A headquarters [ ] of Agency Notice [ ]  
Language Development Program, Classification and Designation of Languages for Award Purposes. This notice was approved by the CIA Career Council at my recommendation on 24 January 1957. The notice contains a list of 40 languages, arranged in three groups, for which differing monetary values have been established. These languages are considered to be the most important languages in terms of current Agency needs, and, with one exception, they are arranged in groups according to the relative difficulty of learning the language. This notice further provides for the addition and deletion of languages to and from the list from time to time as Agency needs so indicate.

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b. In summary, all the action papers required to launch the Language Development Program have been drafted. Three of them are ready for publication.

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subject to your approval, and one remains to be processed by the Committee on Language Development and approved by the Career Council before it is ready for promulgation.

## **2. DISCUSSION**

### **a. Costs of the Program**

#### **(1) Chart #1. Schedule of Awards**

(a) This chart indicates the monetary values, by types and levels of proficiency for each language group, for achievement and maintenance awards. The values shown are for "voluntary" effort, i.e. language training undertaken preponderantly during off-duty time. "Directed" effort, i.e. on-duty training, will merit one-half the amounts shown for achievement awards. Maintenance awards will be the same since all effort to maintain proficiency will be "voluntary" not "directed". By recommendation of the Career Council, no maintenance awards are authorized for elementary levels of proficiency in any of the three language groups. It was the view of the Council that maintenance of this low level of proficiency was of such little value to the Agency that it did not merit award, except for initial achievement.

(b) In terms of benefits to the individual, one can earn a maximum average annual yield, by full participation in the Program over a 25 year period, of \$200 to \$325 per year. It was generally agreed that the scale of awards shown on the chart seems to offer adequate incentive to the individual.

#### **(2) Chart #2. Estimated Annual Costs**

(a) This chart, while it is highly speculative in its assumptions, is based upon the Schedule of Awards in Chart #1 and represents the best guess that can be made as to probable costs of the Program projected over a five-year period.

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